

University of Hawai'i at Manoa

Department of Political Science
2424 Maile Way, Saunders Hall, Room 640
Honolulu, Hawai'i 96822

Graduate Division Tuition Waiver Application

ONE SEMESTER ONLY
Fall _____ (year)
Spring _____ (year)

INSTRUCTIONS: Complete the following and submit directly to the Department of Political Science:

Name _____
(Print: Last, First Middle)

Permanent Residency (name of USA state or foreign country) _____

Field of Study (department) _____ Degree Sought _____

Student Status (check one): Newly Admitted ____ Continuing ____ Returning ____

Are you a graduate assistant (TA or RA)? No ____ Yes ____

Do you have any other scholarships/ traineeships/ tuition waivers? No ____ Yes ____

Are you presently receiving or have you applied for financial aid? No __ Yes __ (If yes, then Financial Aids Office [FAO] must be informed immediately should you receive an award.

NOTE: FAILURE TO NOTIFY FAO MAY RESULT IN TUITION LIABILITY)

To enable the Grants and Awards Committee to evaluate applications, please submit the following information

1. Approximate Gross income from all sources: _____

2. Basic expenditures (rent, food, clothing, etc.): _____

3. Extraordinary expenses (travel, illness, etc.): _____

4. Describe how urgent your needs are: _____

After you have read the "Conditions of Award (TW)" listed on page 2, sign here:

Student's Signature _____ Date _____

CONDITIONS OF AWARD (TW)

Tuition waivers (TW) are awarded by the Dean of the Graduate Division upon recommendation by the field of study. The award is normally for one semester, and students must reapply for following semesters.

To qualify and to remain eligible for an award, the student must:

1. Be in good academic standing, with a minimum grade point ratio (GPR) of 3.0.
2. Be a classified graduate student in a degree program. Certificate Students are not eligible.
3. The minimum required courseload for TW holders is **eight degree-related credits**. An enrollment check will be made shortly after registration. Waivers for students enrolled for less than the required number of credits will be rescinded. **THE STUDENT WILL THEN BE REQUIRED TO REIMBUSE THE UNIVERSITY IN FULL FOR TUITION COSTS WAIVED ON HIS/HER BEHALF.** This policy also will apply to students who drop below the required courseload during the semester, or if for any other reason, the waiver becomes invalid.

Students enrolled for dissertation (POLs 800) are not eligible. Students enrolled for thesis (POLs 700) must be enrolled for a total of at least six degree related credits. Additional 700 units beyond the number required for graduation cannot be taken on a TW.

The TW exempts tuition only; The minimum award is \$500. The TW recipient is responsible for all activity/laboratory fees. Non-payments of fees by the payment deadline will result in the cancellation of registration (see "Payment Receipt Deadlines" in the UHM Schedule of Classes).